

See Report

Semi-Annual Report to the President's Board Consultants on
Foreign Intelligence Activities

C. Administration and Support

8. General

a. Records Management Accomplishments

The Agency is benefitting from a records management program comprised of the following elements considered essential by the Hoover Commission: Forms Management; Reports Management; Correspondence Management; Filing Systems, Supplies and Equipment; and Records Disposition. Application of sound records management principles has accelerated activity to the extent that 90% of all headquarters records are scheduled for: (a) Retirement to the Records Center, (b) destruction, or (c) permanent retention. A typical effect of this activity was the increased records retirement rate of 28% over the last 6 months period. The net result of this program has been the retirement of 44,825 cubic feet of records for which the Agency would have had to spend \$1,972,256 for filing equipment. These savings and anticipated benefits justified the need to increase the capacity of the records center from 41,000 to 100,000 cubic feet.